



Nuestra ref.: 3404-16/LCP/CNF

GINEBRA, 9 de septiembre de 2016

Anexo: 1 (disponible en inglés solamente)

Asunto: Inscripción en línea de los participantes en la Conferencia técnica de la decimosexta reunión de la Comisión de Sistemas Básicos (del 21 al 22 de noviembre de 2016)

Finalidad: Preinscripción de su delegación no más tarde del **7 de noviembre de 2016**

Estimado señor/Estimada señora:

Cúpleme hacer referencia a la Conferencia técnica de la decimosexta reunión de la Comisión de Sistemas Básicos (CSB), que se celebrará del 21 al 22 de noviembre de 2016 en Guangzhou (China), para informarle de que la inscripción en línea de los participantes en la reunión comenzará el 12 de septiembre de 2016.

En vista de su condición oficial ante la Organización Meteorológica Mundial (OMM), se le ruega que tenga a bien coordinar la inscripción en línea de su delegación en esta reunión.

El enlace al sistema de inscripción en línea en el evento (ERS), así como el nombre de usuario y la contraseña que se le remitieron por correo electrónico antes de la celebración de la 68ª reunión del Consejo Ejecutivo, conservarán su validez para las próximas reuniones de la OMM (<https://eventregistration.wmo.int/register/>). Si ha olvidado la contraseña, siga las instrucciones al respecto que encontrará en el anexo a la presente carta.

Se le ruega que tenga a bien preinscribir, uno por uno, a todos los miembros de su delegación para evitar demoras al llegar al lugar de celebración de la reunión. Una vez validada la inscripción por la OMM, cada participante recibirá una carta de confirmación por correo electrónico. Para obtener un pase, el participante deberá presentarse en el mostrador de inscripción con una copia de la carta de confirmación, además de con un documento oficial de identidad.

Los participantes que no estén preinscritos deberán inscribirse personalmente en el mostrador de inscripción, para lo cual deberán presentar una confirmación oficial de su participación en la reunión.

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM (PR-6928)

copias: Asesores hidrológicos de los Representantes Permanentes

Para obtener información adicional, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: registration@wmo.int.

Le saluda atentamente.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

(P. Taalas)
Secretario General

ANNEX

**GUIDELINES FOR
PERMANENT
REPRESENTATIVES**

-

**EVENT REGISTRATION
SYSTEM
(ERS)**

All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

All connection details were sent directly to the PR at the email address that WMO was provided with.

ACCESS TO THE ERS AND LOGIN

Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

When you reach the login page, enter your username and password.



The screenshot shows the 'WMO Event Registration' login interface. It features a blue header with the title 'WMO Event Registration'. Below the header, there are three input fields: 'Username' (containing 'test@wmo.int'), 'Password' (containing 'Password'), and a 'Remember me' checkbox. A 'Login' button is positioned to the right of the password field. At the bottom of the form, there is a 'Forgot password' link. To the right of the form, three blue arrows point to explanatory text: the first arrow points to 'Username = email address', the second arrow points to 'Password received by email', and the third arrow points to 'The password can be reset'.

Username = email address

Password received by email

The password can be reset

RESETTING OF YOUR PASSWORD

The image shows the 'WMO Event Registration' login page. It has fields for 'Username' (containing 'test@wmo.int'), 'Password', and a 'Remember me' checkbox. A 'Login' button is at the bottom right. A red box highlights the 'Forgot password' link at the bottom center.

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

The image shows a 'Reset Password' dialog box. It has a 'Username' field (with a placeholder 'Username') and a 'Captcha' field (containing 'v 9 b' and 'a u 3'). There are 'Reset Password' and 'Cancel' buttons at the bottom.

→ Username = email address
→ Captcha = only blue characters

You can also decide to personalize your password.

When logged in, click on the "Change password" tab, enter the current password and the new one.

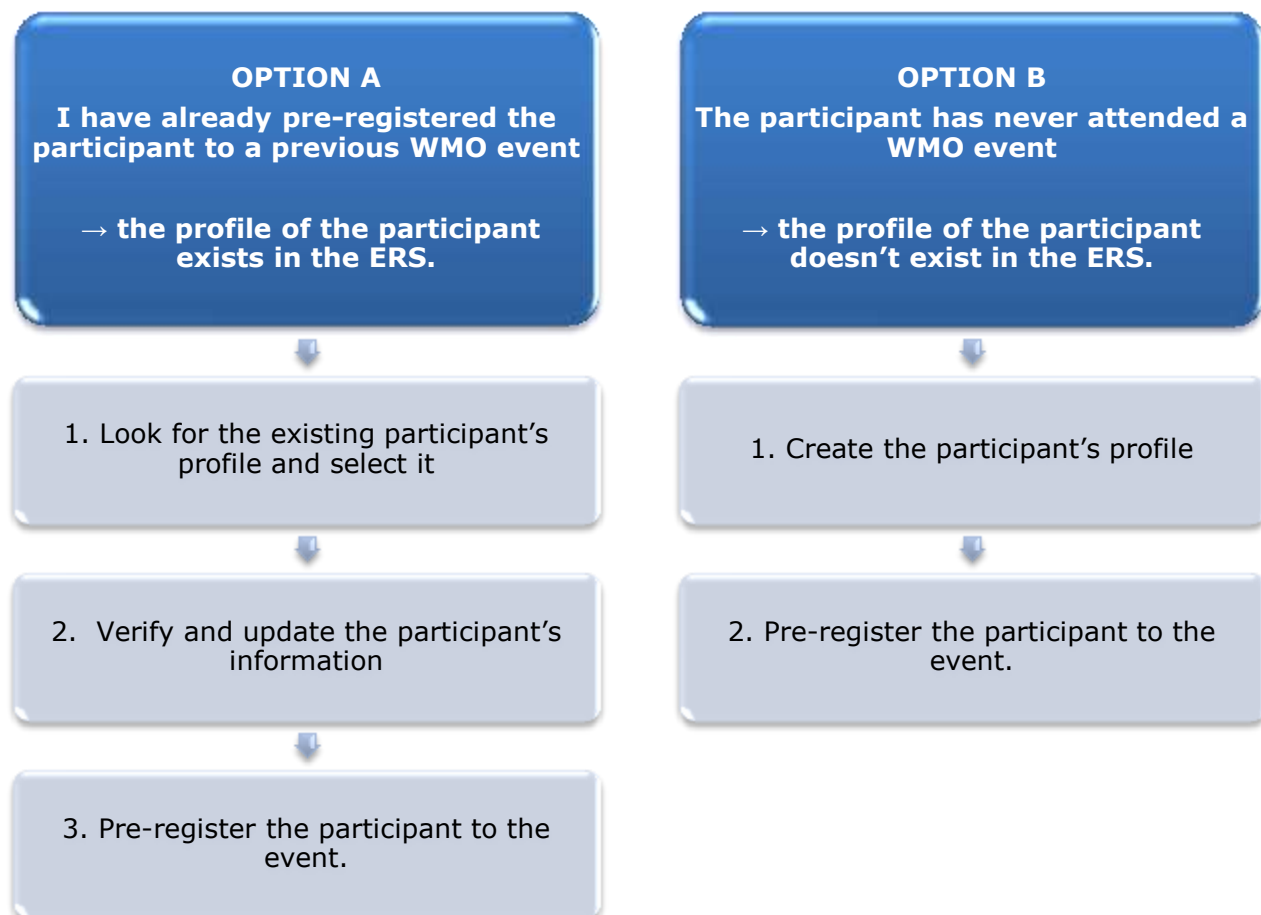
The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. It has fields for 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

A confirmation message " Password has been successfully changed" will appear.

The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. A red banner at the top of the form area says "Password has been successfully changed". The form fields and the 'Change Password' button are still visible.

If you experience any technical problem or haven't received your password, please contact registration@wmo.int.

STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



OPTION A: The profile of the participant exists in the ERS.

1. Look for the existing participant's profile and select it.

Click on the "Registration" tab to have access to all the existing participant's profiles. Look for the participant that you want to pre-register and click on his/her name.

The screenshot shows the 'WMO Event Registration' web application. At the top, there is a navigation bar with tabs: 'Attendance sheet', 'Registration' (highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the navigation bar, the section 'Existing Participants Profiles' contains a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario (mpedroni@wmo.int), PETERS, Johana (jpeters@wmo.int), SMITH, John (jsmith@wmo.int), and WHITE, Barbara (bwhite@wmo.int). The name 'WHITE, Barbara' is highlighted with a red box. At the bottom right of the table area, there is an 'Add Profile' button.

2. Verify and update the participant's information

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing).

The screenshot shows the 'Participant Information' form. It contains several input fields: 'Title' (dropdown menu with 'Ms' selected), 'Last name' (text field with 'WHITE'), 'First name' (text field with 'Barbara'), 'Email address' (text field with 'bwhite@wmo.int'), 'Delegate's photo' (with a 'Browse...' button highlighted by a red box and the text 'No file selected.'), 'Official title' (text field), 'Institution' (text field), 'Work address' (text field), 'Country' (dropdown menu with 'Select...' selected), 'Telephone' (text field), 'Fax' (text field), and 'Mobile' (text field). At the bottom, there are three buttons: 'Save', 'Proceed' (highlighted with a red box), and 'Cancel'. A legend at the bottom left indicates that fields with an asterisk (*) are required.

➡ Upload the participant's photo

3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.

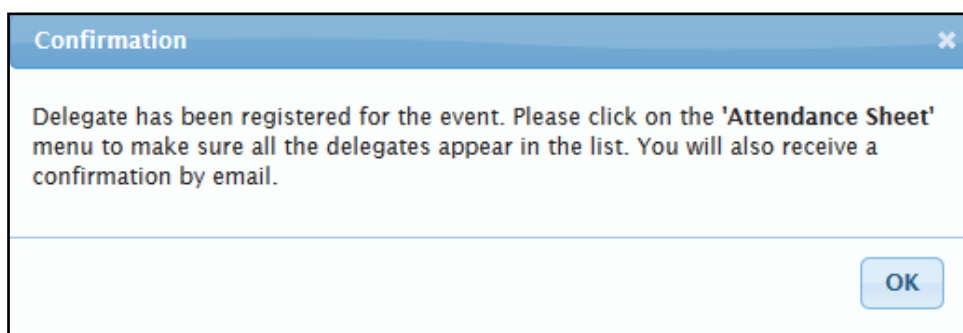


The 'Participant Registration' form contains the following fields and options:

- Event ***: Cg-18
- Delegation category ***: Representatives of WMO Members
- Delegation function ***: Principal Delegate
- Representing country/organization ***: Switzerland
- Arrival**: yyyy-mm-dd (date) and Flight number (text)
- Departure**: yyyy-mm-dd (date) and Flight number (text)
- Local address**: Local address (text)
- Comments**: Comments... (text)

* Required fields

Register **Cancel**



The 'Confirmation' dialog displays the following message:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

OPTION B: The profile of the participant doesn't exist in the ERS.

1. Create the participant's profile

Click on the "Registration" tab and on the "Add Profile" Button.

Populate the fields with the participant's personal information.

WMO Event Registration Focal Point

Participant Information [X]

Title *	Mr	
Last name *	Mohamed	
First name *	Karim	
Email address *	amohamed@wmo.int	
Delegate's photo	Browse... No file selected. ?	→ Upload the participant's photo
Official title	Official title	
Institution	Institution	
Work address	Work address	
Country	Select...	
Telephone	Telephone number	
Fax	Fax number	
Mobile	Mobile number	

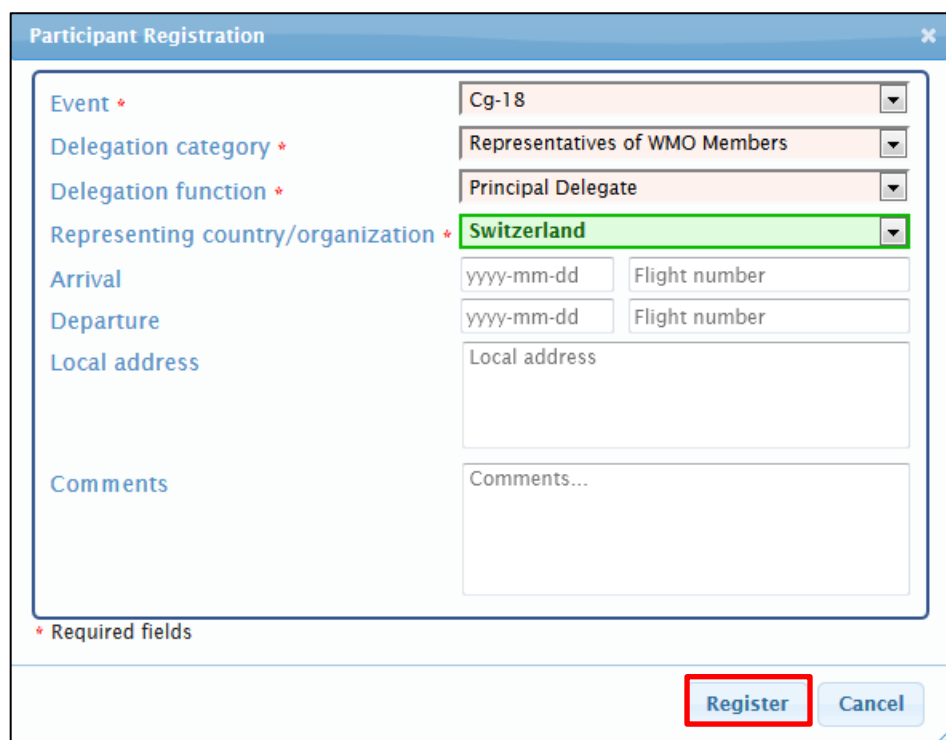
* Required fields

Save the profile & pre-register the participant later ← Save Proceed Cancel

↓ Save the profile & proceed with pre-registration

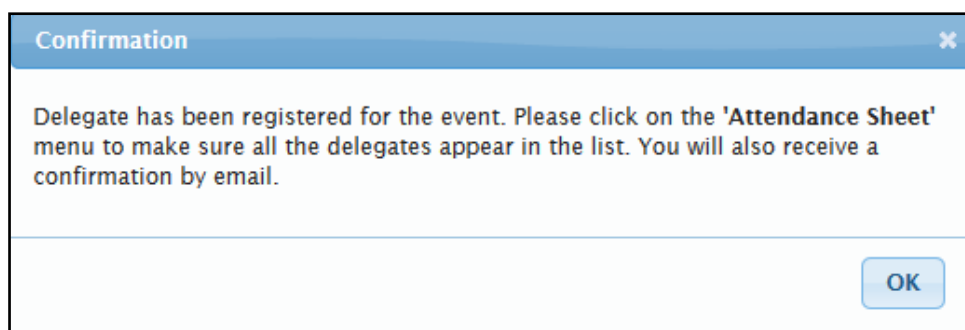
2. Pre-register the participant to the event.

Populate the fields with the participant's registration information.



The 'Participant Registration' form contains the following fields and controls:

- Event ***: Dropdown menu with 'Cg-18' selected.
- Delegation category ***: Dropdown menu with 'Representatives of WMO Members' selected.
- Delegation function ***: Dropdown menu with 'Principal Delegate' selected.
- Representing country/organization ***: Dropdown menu with 'Switzerland' selected and highlighted in green.
- Arrival**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A large text area for the local address.
- Comments**: A large text area for comments.
- * Required fields**: A legend indicating that fields with an asterisk are required.
- Buttons**: 'Register' (highlighted with a red border) and 'Cancel'.



The 'Confirmation' dialog contains the following text and controls:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

Attendance Sheet

Click on the "Attendance Sheet" tab and select an event to display all the participants that you have already pre-registered for this specific event.

The screenshot shows the 'WMO Event Registration' interface. At the top, there is a blue header with the title 'WMO Event Registration' and a 'Focal Point' link. Below the header is a navigation bar with tabs: 'Attendance sheet' (highlighted with a red box), 'Registration', 'Change password', 'Help', and 'Logout'. Below the navigation bar is a dropdown menu for selecting an event, currently showing 'Cg-18'. Below the dropdown is a table of participants. The table has columns: 'Participant', 'Delegation category', 'Delegation function', 'Telephone', 'Email address', and 'Status'. The first row of data shows 'TEST, registration' as the participant, 'Representatives of WMO Members' as the delegation category, 'Delegate' as the function, and 'test@wmo.int' as the email address. The status is 'Pre-registered', which is highlighted with a red box. To the left of the table, there is a red 'X' icon in a box. Below the table, there is a note: '* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered'. To the right of the table, there is a blue arrow pointing to the 'Status' column with the text: 'You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to Confirmed.' To the left of the table, there is a blue arrow pointing to the 'Participant' column with the text: 'Remove a participant from the delegation. The profile will not be deleted from the system so that you can pre-register this person to another event.'

Select the event

Remove a participant from the delegation.

The profile will not be deleted from the system so that you can pre-register this person to another event.

You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to *Confirmed*.

Participant	Delegation category	Delegation function	Telephone	Email address	Status
TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered



Modifying registration details for participants whose status is already *Confirmed* will change their status back to *Pre-registered*.